Dear Prospective Substitute Aide:

The Auglaize County E.S.C. approves and prepares the substitute aide list.

The first four items must be completed before your name can be added to the county substitute aide list.

 1) completed application form ([www.auglaizeesc.org](http://www.auglaizeesc.org))

 2) copy of a valid aide permit from the Ohio Department of Education,

 3) evidence of a clear fingerprint reports completed within last 365 days,

4) Fraud Training—online training, provide the ESC with certificate of completion

https://event.on24.com/wcc/r/4639162/0BBE3A000E697ADE6D20B0E3D7CC4B79

If you do not have a valid aide permit please visit the ODE web site at [www.](http://www.)education.ohio.gov, click on the Login tab at the top of the page. Set up your SAFE account. The app you will need to apply for your license is the one that says CORE. Be sure to select the correct year. When you come to the Superintendent signature use our IRN# 045930(Name-Auglaize County ESC). Pay and submit. When you are finished applying, the Curriculum Coordinator/Superintendent(e-signer) will be notified to check and sign your application. It is your responsibility to get us a copy of your license.

If you do not have a recent fingerprint report, you may have that done at our office by appointment only Monday, Wednesday, and Thursday from 8 a.m. - 3:30 p.m. The charge for this service is $70 for both the BCI & FBI. Please bring your driver’s license and cash, check made payable to Auglaize County ESC, or credit card for payment. There will be a small fee added if you use your credit card for payment.

Thank you for your interest in becoming a substitute Educational aide in Auglaize County.

Sincerely,

Jenny Berning

Support Staff Secretary

Enclosure